

# Wing Sexual Assault Response Coordinator

## AIR NATIONAL GUARD UNITS (TITLE 32)

1 vacancy in the following location: New Castle, DE	<b>Salary Range</b> \$63,323.00 to \$82,320.00 / Per Year	<b>Who May Apply</b> United States Citizens
Work Schedule is Full Time - Indefinite	<b>Series &amp; Grade</b> GS-0301-11/11	<b>Control Number</b> 440060300
Opened Wednesday 5/25/2016 (0 day(s) ago)	<b>Supervisory Status</b> No	<b>Job Announcement Number</b> TVA 46-16-1693527
Closes Wednesday 6/15/2016 (21 day(s) away)		

### Job Summary

**DELAWARE AIR NATIONAL GUARD**  
**FEDERAL TECHNICIAN VACANCY ANNOUNCEMENT THIS IS A MILITARY POSITION**  
**INDEFINITE**  
**DUAL STATUS, NON-BARGAINING**  
**166 Airlift Wing - Public Affairs**  
**Position Description (PD) Number: D2249000**

**Open to applicants in Areas of Consideration: I & II**

The primary purpose of this position is to administer and maintain the ANG Wing Sexual Assault Prevention and Response (SAPR) Program and serve as consultant to the Wing Commander/Vice Wing Commander (CC/CV).

**\*\*THIS POSITION IS INDEFINITE AND MAY BE CONVERTED TO PERMANENT, WITHOUT ANY FURTHER COMPETITION AT MANAGEMENT'S DISCRETION.\*\***

#### DEFINITION OF AREA(S) OF CONSIDERATION:

**AREA I** = All presently employed Delaware Air National Guard permanent federal technicians.

**AREA II** = All currently active members of the Delaware Air National Guard.

#### EQUAL OPPORTUNITY EMPLOYER STATEMENT:

The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

#### NATIONAL GUARD MEMBERSHIP IS REQUIRED:

*This is an excepted position that requires membership in a compatible military assignment in the National*

**Guard.** The selectee will be required to wear the military uniform. Acceptance of an excepted position constitutes concurrence with these requirements as a condition of employment.

**\*\*Be advised that if selected for a military technician position where membership in a reserve component is a condition of employment and you are receiving a bonus, your bonus will be terminated and may or may not be subject to recoupment. \*\***

## Duties

*(A complete position description is on file in the HRO.)*

- Serves as the installation Sexual Assault Response Program Manager to comply with Department of Defense (DoD), Headquarters Air Force (HAF), and National Guard Bureau (NGB) requirements, developing and managing prevention and support programs and activities for sexual assault and victim needs, as directed by the commander.
- Works with NGB and HAF SVC, Civilian Law Enforcement (CLE), Federal Bureau of Investigations (FBI), Office of Complex Investigations (OCI), Office of Special Investigations (OSI), etc. when necessary to provide an ANG perspective relative to victim care.
- Responsible for obtaining knowledge, educating, and executing SAPR program for all base personnel on SAPR benefits according to their particular duty status: T32 Active Guard Reserve, T32 Dual status Technician, T32 Non dual status Technician, State Active Duty, DoD T5 Civilian, contractor, T10 Active duty (for associate wings and co-located base), etc.
- Develops, implements, and maintains an ANG installation victim support system which address a wide variety of issues and problems.
- Develops a response system which may include a high risk sexual assault response team approach to responding to victim needs.
- Establishes protocol and procedures to ensure 24-hour notification of a trained volunteer victim advocate in all incidents of sexual assault, participation in safety planning, and in the establishment and modification of safety measures 24 hours each day and 365 days a year.
- Performs supervisory duties to installation SAPR team (Alternate SARC, VVA, SAPR facilitators, etc.) while serving in the capacity of a volunteer.
- Responsible for updating VVAs Special Experience Identifier (SEI) indicators, when earned, in personnel records.
- Coordinates with the State JFHQ SARC and unit Point of Contacts (POC) to establish Memos of Understanding (MOU) with appropriate civilian/military authorities and local/state community resources to ensure a desirable standard of care for National Guard personnel seeking off-base support.
- Develops and implements communication strategy plans throughout the installation, expanding prevention and awareness of sexual assault. Develops plans, programs, guidelines, and budgets geared to the installation population and organization.
- Maintains expenditure reports and appropriate records according to laws, policies, and procedures.
- Performs other duties as assigned.

The full Position Description is available in the HRO office.

## Travel Required

- Occasional Travel
- For training purposes

## Relocation Authorized

- No

## Key Requirements

### Qualifications

The basic qualification requirements are indicated below. These requirements must be met in addition to all military requirements and selective placement factors indicated in order to be considered qualified for this position.

**GENERAL EXPERIENCE:** Experience, education, or training which provided a general knowledge of principles of organization, management, and administration. Experience using computer and automation systems.

**SPECIALIZED EXPERIENCE (GS-11):** Thirty-six (36) months of specialized experience must include the following KSAs: (Each KSA should be addressed separately in writing as it applies to the duties and responsibilities listed above.)

- a. Comprehensive and thorough knowledge of laws, regulations, policies, issues, etc., relating to sexual assault, victim advocacy, and other acts of interpersonal violence to plan, organize, implement, and carry out the components of an interpersonal violence prevention and response program.
- b. Thorough knowledge of a wide range of practices and procedures associated with victim advocacy, social services delivery systems and other elements of specialized social service programs, and behavioral or social science principles to direct the activities of the Sexual Assault Prevention and Response Program at an Air Force wing or ANG wing.
- c. Thorough knowledge of laws, regulations, and practices relating to privacy of information.
- d. Skill in applying knowledge to accomplish a variety of difficult and complex work assignments in carrying out the Sexual Assault Prevention and Response Program.
- e. Skill in assessing program needs to accomplish goals and objectives, evaluate program results and effectiveness, and recommend and/or implement solutions for improvements.
- f. Ability to advise program officials, including the wings top leadership and wing personnel on the policies, practices, procedures, issues, and concerns associated with sexual assault and other acts of interpersonal violence and prevention, response, and victim advocacy.
- g. Ability to function as liaison to wing and community organizations and offices to establish, maintain, and provide prevention programs and victim support in a wide variety of situations.
- h. Ability to provide information and one-on-one assistance to individuals under difficult circumstances using sensitivity, tact, and caring.

**OTHER REQUIREMENTS:** Must possess a valid state driver's license. Must possess or be able to obtain and maintain a Secret security clearance within one year of appointment.

**\*\*QUALITY OF EXPERIENCE\*\***

Length of time is not itself qualifying. The applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills, and abilities needed to fully perform the duties of the position.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:**

N/A

**MILITARY REQUIREMENTS:**

- **Compatibility:** If selected, the individual must be qualified for, or assigned to, a compatible military position in one of the following DMOS/DAFSC specialties **prior to actual placement in the position:**

**AFSC: 38PX**

- Applicants are responsible to ensure they meet all military requirements **ASVAB and PULHES**. Please contact an Army/Air Recruiter or Retention Manager to ensure that you meet mandatory MOS/AFSC entry level requirements.

**Military Grade Limitations:**

- Minimum: O-1 / 2nd Lt

- Maximum: O-4 / Maj

**Security Clearance**

Secret

**What To Expect Next**

Please follow all instructions carefully. Errors or omissions may affect your qualifications. Once the application process is complete, a review of your application will be made to ensure you meet the job requirements. You will be rated based on your resume, and/or education, and answers to the knowledge, skills and abilities. Once that all the applications have been reviewed a letter will be sent out notifying you of your qualifications status. Candidates will be referred for selection based on **Grade** and **Area of Consideration**.

**BENEFITS**

The Federal government offers a number of exceptional benefits to its employees. The following Web addresses are provided for your reference to explore the major benefits offered to most Federal employees.

Main New Employee Website - [http://www.opm.gov/insure/new\\_employ/index.asp](http://www.opm.gov/insure/new_employ/index.asp)

Flexible Spending Accounts - <https://www.fsafeds.com/fsafeds/index.asp>

Health Insurance - <http://www.opm.gov/insure/health/index.asp>

Leave - <http://www.opm.gov/oca/leave/index.asp>

Life Insurance - <http://www.opm.gov/insure/life/index.asp>

Long Term Care Insurance - <http://www.ltcfeds.com/>

Retirement Program - <http://www.opm.gov/retire/index.asp>

**Other Information**

**\*\*If you are a male applicant who was born after 12/31/59 and are required to register under the Military Selective Service Act, the Defense Authorization Act of 1986 requires that you be registered or you are not eligible for appointment in this agency.\*\***

**\*\*APPLICATIONS MUST BE RECEIVED BY 1630 (4:30 PM) ON THE CLOSING DATE OF THIS ANNOUNCEMENT. FAILURE TO PROVIDE COMPLETE INFORMATION MAY HINDER YOUR CONSIDERATION FOR THIS POSITION.\*\***

To apply for this position, **please follow these 4 steps** to ensure that your application is submitted correctly:

**STEP 1 - RESUME**

**\*\*When submitting a Resume you can use any resume template format, however please ensure that you provide the following information within your resume\*\***

- Technician Vacancy Announcement Number (TVA#), title and grade(s)
- Full name, mailing full address, telephone number
- E-mail address
- Social Security Number

**\*\*Please note that giving your SSN is voluntary, however, we cannot process your application without it**

- Education
- Work Experience

**\*\*Full/part time position held that specifically relates to the job for which you are applying for\***

**\*\*If you were ever employed by the Federal Government, please identify the highest Federal civilian grade held, job series, and dates (month/year) of employment.**

**\*\*If you are not a current federal employee in the Delaware National Guard, please provide a copy of your last or most recent SF50 for verification.**

**STEP 2 - REQUIRED FORMS**

- CURRENT Resume
- OF 306 - Declaration for Federal Employment
- DNG 51R - Application of Technician Vacancy Military Affiliation Information

**\*\* Never served in the military fill out : TVA#, Job Title, Name, and NPS (Non-Prior Service) under Military Occupation**

**\*\* Prior Service : fill out as much information as possible**

- DNG Form 87R - Knowledge, Skills, & Abilities Form

**\*\* The form (DNG Form 87R) is optional itself, use of plain paper is an alternative, however you are required to address the KSAs. Failure to provide this information may affect your eligibility for consideration for this position.**

- SF 181 - Ethnicity & Race Identification Form (*optional*)

**\*\*CLICK THE FOLLOWING LINK FOR ACCESS TO ALL OF THE REQUIRED DOCUMENTS. THE TAB LABELED QUICK LINKS (located at the bottom) HAS ALL OF THE REQUIRED DOCUMENTS LISTED\*\***

<https://www.de.ng.mil/join/full-time/>

**STEP 3 - SUPPORTING DOCUMENTS**

**\*\* When submitting your application, send supporting documents that apply to the position in which you are applying\*\***

- Education/ Training Certificates and Licenses
- Military verification
- Commissioning data

- Security Clearance

#### **STEP 4 - METHODS OF SUBMISSION**

- Hand- carry to: Delaware National Guard, Armed Forces Reserve Center, Human Resources Office - Room 1169
- Mail to: Delaware National Guard, NGDE-HR-RP, 250 Airport Road, New Castle, DE 19720-1502
- Email to: [ng.de.dearng.list.staff-hro-rp@mail.mil](mailto:ng.de.dearng.list.staff-hro-rp@mail.mil)
- Fax to: (302)326-7119 / DSN: 440-7119

**\*\* Please call out office within two (2) days of mailing or one (1) hour of faxing to verify that your application was received.\*\***

**\*\*Federal Law prohibits use of U.S. Government postage paid envelopes for mailing applications. Applicant is responsible for his/her own postage. Applications received in U.S. Government postage paid envelopes WILL NOT BE CONSIDERED.\*\***

#### **How You Will Be Evaluated**

All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualification Standard and/or the OPM Qualification Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum knowledge, skills, and abilities necessary to perform the duties and responsibilities of the position. National Guard or Reserve M-Day experience is considered part-time and credit is awarded based on actual days the applicant performed the duty in a relevant SSI/MOS/AFSC.

The following documents are **REQUIRED**:

- Current **RESUME**
- **OF 306** - Declaration for Federal Employment
- **DNG 51R** - Application for Technician Vacancy Military Affiliation Information
- If you have never served in the US Military, only fill out TVA #, Job Title, and Name. Under Military Occupation input NPS (Non-Prior Service) to indicate no prior military service.
- Prior Service (PS) personnel must fill out as much information as possible.
- **DNG Form 87R** - Knowledge, Skills, & Abilities Form
- The form itself is optional; you may also address KSAs on plain paper if preferred. Failure to provide this information may affect your eligibility for consideration for this position.
- **SF 181** - Ethnicity & Race Identification Form (optional)

Please click on the following link for access to all of the required documents. The tab labeled "Quick Links" has all of the required documents listed.

<http://delawarenationalguard.com/join/full-time/>



**NATIONAL GUARD** 

# Department of the Air Force

## Air National Guard Units (Title 32)

### Contact

Taylor C. Young  
Phone: (302)326-7110  
Email: TAYLOR.C.YOUNG5.MIL@MAIL.MIL

### Address

Air National Guard Units (Title 32)  
Joint Forces Headquarters  
NGDE-HR-RP  
New Castle  
DE  
USA

EEO Policy Statement | Reasonable Accommodation Policy Statement | Veterans Information | Legal and Regulatory Guidance

